



Los Angeles County AUDIT COMMITTEE

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June 3, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COMMISSION REVIEW PROCESS -- SUNSET REVIEW OF THE LOS ANGELES
COUNTY LIBRARY COMMISSION
(ALL DISTRICTS AFFECTED) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Extend the sunset review date for the Los Angeles County Library Commission to January 31, 2007 and include the following in the Commission's duties:

"Assist and collaborate more closely with the Friends of Libraries and the Los Angeles County Library Foundation."

PURPOSE/ JUSTIFICATION OF RECOMMENDED ACTION:

On December 1, 1994, the Audit Committee submitted its initial report in response to your Board's instruction to review the effectiveness of County commissions, committees and task forces defined under Chapters I and IV of the Los Angeles County Committee Book. Consistent with your Board's instructions, the Audit Committee is submitting the results of the evaluation of the Los Angeles County Library Commission performed by the Auditor-Controller and recommendations from the Audit Committee for further action by your Board.

The Commission advises the Board on matters of policy, administration, operation, and service. It brings the experience and viewpoints of city officials and community representatives to the Library's strategic and budget planning. The Commission is a link between the Library and the cities it serves. The Commission provides a forum for problem solving and discussion.

The Commission's accomplishments include:

- Participated in the consultant-led focus group that provided input for the Library's Strategic Plan.
- Successfully lobbied the Board of Supervisors for an additional \$7.3 million in the Library's Fiscal Year 2003-2004 budget.

- Rigorously supported municipal library taxes as an additional source of funding.
- Recommended an Internet filter to screen out pornography on public library computers.
- Instituted a library card program for foster children, facilitating their access to library services.

FISCAL/FINANCING IMPACTS:

Staff support and services/supplies are funded from the Library's budget. The Library estimates total expenditures of \$32,000 during the last five years to support Commission activities. This includes \$27,000 for staff support and \$5,000 for services and supplies. Commission members receive no compensation for attending meetings.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Los Angeles County Library Commission was created by Board Order No. 51 of December 3, 1996 and was recently renewed by Board Order No. 20 of March 30, 1999.

The Commission consists of twenty members as follows: ten appointed by the Board of Supervisors (two from each supervisorial district) and ten city council members appointed by cities. Members shall serve a term of office not to exceed two years and at the pleasure of the appointing authority. A member is limited to two consecutive full terms of service unless the appointing authority, by order, extends this length of service for an individual or its appointees to the Commission as a whole.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

The Commission will continue to lobby both the State and the County to stabilize public library funds so current service levels can be maintained. In addition, the Commission plans to propose additional ways to generate revenue for the libraries. The Commission also plans to hold its monthly meetings at more municipal location to increase public education, utilization and support of library services.

Respectfully submitted,


Louisa Ollague
Chairperson

LO: ml; kw

cc: Chief Administrative Officer
Commission Services
Executive Officer of the Board of Supervisors
County Counsel
Auditor-Controller
Los Angeles County Library Commission



J. TYLER McCAULEY
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
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March 30, 2004

TO: Audit Committee

FROM: J. Tyler McCauley *tm*
Auditor-Controller

SUBJECT: **SUNSET REVIEW FOR THE LOS ANGELES COUNTY LIBRARY
COMMISSION**

RECOMMENDATION

The Audit Committee recommend to the Board of Supervisors (Board) that the Los Angeles County Library Commission's sunset review date be extended to January 31, 2007.

BACKGROUND

The Los Angeles County Library Commission (Commission) was created on December 3, 1996. The most recent sunset renewal was approved by the Board at its March 30, 1999, meeting.

The Commission's functions are as follows:

- a. Advise the Board and the County Librarian on matters of library policy, administration, operation, and service (including the Strategic Plan).
- b. Obtain public input regarding access to library services.
- c. Make suggestions and recommendations on any matters which come to the attention of the Commission regarding the County Public Library.

The Commission consists of 20 members, as follows: ten appointed by the Board of Supervisors (two from each supervisorial district) and ten city council members appointed by cities, with two from each supervisorial district. Commission members receive no compensation for attending meetings. During the period of January 1, 1999 to June 30, 2003, the Commission held 49 meetings with an average attendance of 11 members.

JUSTIFICATION

The Commission advises the Board on matters of policy, administration, operation, and service. It brings the experience and viewpoints of city officials and community representatives to the Library's strategic and budget planning. The Commission is a link between the Library and the cities it serves. The Commission provides a forum for problem solving and discussion.

During this review period, the Commission participated in a consultant-led focus group that provided input to the Library's Strategic Plan that is under development. The Strategic Plan addresses long-term issues in the Library budget, such as asset development, expansion of services, and technological upgrades. The Commission successfully lobbied the Board of Supervisors for an additional \$7.3 million in the Library's Fiscal Year 2003-2004 budget to keep services at their present level. In addition, the Commission rigorously lobbied local municipalities within the County to support library taxes as an additional source of funding. This has led to 11 cities placing Library Special Taxes on the March 2004 ballot. The Commission also recommended an Internet filter to shield library users from pornography. This filter is used in all 84 County public libraries. It also instituted a foster child library card program making it easier for foster children to use library services.

For the next evaluation period, the Commission will continue to lobby both the State and the County to stabilize public library funds so current service levels can be maintained. In addition, the Commission plans to propose additional ways to generate revenue for the libraries. The Commission also plans to hold its monthly meetings at more municipal locations to increase public education, utilization, and support of library services.

Please call if you have any questions.

JTM:DR:RAD

Attachments

c: Violet Varona-Lukens, Executive Officer
Robin Guerrero, Chief, Board Operations
Jim Corbett, Manager, Commission Services
Terri Maguire, Los Angeles County Public Library
Gordon Stefenhagen, Chair, Los Angeles County Library Commission

COMMISSION SUNSET REVIEW
LOS ANGELES COUNTY LIBRARY COMMISSION
REVIEW COMMENTS

Mission. (Does the mission statement agree with the Board of Supervisors' purpose and expectations?)

Stated mission is as set forth in the ordinance creating the Library Commission (Commission). CONCUR

Section 1. Relevancy. (Is the mission still relevant and in agreement with the Board of Supervisors' purpose and expectations?)

The Commission advises the Board on matters of policy, administration, operation, and service. It brings the experience and viewpoints of city officials and community representatives to the Library's strategic and budget planning and is involved in defining the Library's goals. It is a link between the Library and the cities it serves. The Commission provides a forum for problem solving and discussion. RELEVANT

Section 2. Meetings and Attendance. (Are required meetings held and is attendance satisfactory?)

The Commission meets once each month at a site specified by the County Librarian. During the evaluation period of January 1, 1999, to June 30, 2003, the Commission held 49 meetings with an average attendance of 11 members (55%). SATISFACTORY

Sections 3 and 4. Accomplishments and Results. (Are listed accomplishments and results significant?)

The Commission's accomplishments included:

- Participated in the consultant-led focus group that provided input for the Library's Strategic Plan.
- Successfully lobbied the Board of Supervisors for an additional \$7.3 million in the Library's Fiscal Year 2003-2004 budget.
- Rigorously supported municipal library taxes as an additional source of funding.
- Recommended an Internet filter to screen out pornography on public library computers.

- Instituted a library card program for foster children, facilitating their access to library services. **SATISFACTORY**

Section 5. Objectives. (Are the objectives compatible with the mission and goals and relevant within the current County environment?)

For the next evaluation period, the Commission will continue to lobby both the State and the County to stabilize Library funds so current service levels can be maintained. It also plans to propose additional ways to generate revenue for the libraries, as well as expand public education and support of library services.

RELEVANT

Section 6. Resources. (Are the resources utilized by the entity in support of the entity's activities warranted in terms of the accomplishments and results?)

The Commission does not have a separate budget. Staff support and services/supplies are funded from the Library's budget. The Library estimates total expenditures of \$32,000 during the last five years to support Commission activities. This includes \$27,000 for staff support and \$5,000 for services and supplies. **WARRANTED**

Section 7. Recommendation:

EXTEND THE SUNSET REVIEW DATE FOR THE LIBRARY COMMISSION TO JANUARY 31, 2007.

LIBRARY COMMISSION
ATTENDANCE RECORD

Commissioner	Nominated by	3/31/99	6/30/99	9/30/99	12/31/99	3/31/00	6/30/00	9/30/00	12/31/00	3/31/01	6/30/01	9/30/01	12/31/01	3/31/02	6/30/02	9/30/02	12/31/02	3/31/03	6/30/03	Totals	% Attended
	Number of meetings per Quarter	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	49	
Raquel Galan	1st District	3	1	2	2	1	1	0	1	0	0	3	1	0	0	1	1	0	1	18	37%
Araceli Ruano	1st District																				
Juanita Dellonnes	1st District	2	3	1	2	3	1	1	1	3	1	1	0		1	1	1	0	0	4	24%
James Brubaker	2nd District	0	0																	19	59%
Efrem Violin	2nd District	2	3	3	2	1	2	2	2	3	2	3	2	2	1	3	1	1	1	36	73%
Alyce P. Bledsoe	2nd District			1	2	2	1	2	2	2	2	1		3	2	2	1	1	1	15	63%
Berne Rolison	2nd District	0																		10	59%
Red N. Gaines, Esq.	3rd District																			0	0%
Alma K. Martinez	3rd District		2	2	1	2	2	2	1	1	1	0	0	0	0	0	0	2	1	17	37%
Joseph A. Cisowski	3rd District			1	1	3	1	3	2	2	2	2	2	3	1	3	1	2	3	32	74%
Deone Colbary	4th District	3	3	3	0	3	2	2	2	3	2	1	2	3	2	1	1	2	2	37	76%
Herbert K. Hatanaka	4th District	2	3	3	2	2	2	2	2	3	2	3	2	3	2	2	2	3	2	42	86%
Christina Louise Arkin	5th District	2	2	2	2	3	1	2	2	2	1	2	2	1						24	69%
Laura Olhasso	5th District	3	3	1	3	2	2	2	1	2	1									20	74%
Maymon E. Roy	5th District																			3	38%
Susan C. Curzon, Ph.D.	5th District																			13	68%
Manuel Lozano, Mayor	City (a)	1	0	3	1	1	2	1					0	3	1	3	2	3	1	9	45%
Harry Galvan, Councilmember	City (a)	1																		1	33%
Rachel Montes, Mayor	City (a)																			9	35%
Robert Bruesch, Mayor	City (a)																			1	20%
Thomas Martin, Councilmember	City (a)																			6	32%
Harold Hoffman, Mayor	City (a)	3	3	2	2	2	2	3	2	3	2	3	0	0	2	1	0	2	2	38	78%
Ricardo Sanchez, Mayor	City (a)																			2	20%
Louis Byrd, Councilmember	City (a)	3	2	2	1	1	0	1								1	0	1	0	12	39%
Louise Rishoff, Councilmember	City (a)	3	3	3	2	2	2	2	1											18	82%
Carolyn Van Horn, Mayor	City (a)		1	0	0	0														1	8%
Joe Esquivel, Councilmember	City (a)	2																		2	67%
Jeffrey Prang, Councilmember	City (a)																			10	45%
Pat Guarriello, Mayor Pro Tem	City (a)																			11	50%
Vally Zuniga-Flowers, Mayor	City (a)																			30	65%
Jordan Steffenhagen, Councilmember	City (a)	3	1	2	3	3	2	2	2	1	2	3	2	3	3	3	2	2	2	47	96%
Azuan Smith, Mayor	City (a)		3	1	2	1	1	1	1	1										11	50%
Liam Ring, Councilmember	City (a)	2																		2	67%
Thomas Sykes, Councilmember	City (a)																			6	27%
Margaret Finlay, Councilmember	City (a)	2	2	0	3	2	1	1	1	1	1	1	0	2	0	1	1	1	0	20	41%
Ernesto Vizcarra, Mayor	City (a)																			1	17%
Totals		37	38	35	34	36	27	32	27	34	21	36	18	31	20	31	19	30	21	527	

Average Attendance Per Meeting

3) Nominated by the City Selection Committee

10.8